



2004/2005 Executive Potential Program Application

(To Be Completed by the Applicant)

Nomination Deadline: February 6, 2004

Name	
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Home Address		Work Address	

Work Phone		Work Fax	
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E-Mail	
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Title		Series	Grade
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Social Security Number			
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Education		HS		AA		BA/BS		Masters		Ph.D
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Years of Government Service	
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Years of Supervisory Service	
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Does your agency offer developmental courses on-line?		Have you ever taken an on-line course?	
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Do you have access to any of the following services?		TVU		NetG		Skillsoft		Other
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Immediate Supervisor's Name			
Supervisor's Title		Supervisor's Mailing Address	
Supervisor's Telephone Number			
Supervisor's E-Mail			

Agency Nominating Official			
Nominating Official's Title		Agency Mailing Address	
Nominating Official's Telephone Number			

Purpose For Applying
(To Be Completed by the Applicant)

Part A: Please state your purpose for applying. How will your participation in the Executive Potential Program support your career goals over the next 3-5 years?

Part B: How will your participation in the Executive Potential Program support the accomplishment of your agency's mission upon completion of the program?

Developmental Accomplishments
(To Be Completed by the Applicant)

Describe three career or personal developmental accomplishments that you have had within the past five years and under each accomplishment list the self-study, on-the-job training courses, developmental assignments or other learning activities that you undertook to achieve each one. Finally, explain how the accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2:

Accomplishment #3:

Formal Training
(To Be Completed by the Applicant)

Part A: Please list all formal training courses (programs) you have completed in the last five years that relate to your leadership, supervisory or managerial development.

Part B: Please list awards and recognition you have received both on and off the job.

Evaluation of Performance
(To Be Completed by the Supervisor)

Narrative Evaluation of the Applicant's Performance: Please provide a written narrative of the applicant's current performance.

Supervisor's Signature	
Supervisor's Title and Telephone Number	

Assessment of Potential
(To Be Completed by the Supervisor)

This assessment should focus on indicators of potential such as educational pursuits, self study, formal training, developmental work assignments, membership and leadership on teams, special assignments and involvement in voluntary civic/community activities demonstrating leadership qualities.

Supervisor's Signature	
Supervisor's Title and Telephone Number	

*** All application materials must be submitted to the Graduate School, USDA through the appropriate agency channels and must be accompanied by a SF-612, SF-171 or resume and an approved training form such as an SF-182, 1556 or 350. Letters of recommendation will also be accepted.**